

SCHOOL ATTENDANCE POLICY

Introduction

It is a government legal requirement that all children attend school for 190 days and that school monitors attendance.

Monksdown is striving to achieve our goal of 97% attendance. It is our policy that no child's attendance should fall below an acceptable level.

Monksdown Primary School recognises that good attendance is central to raising standards and pupil attainment.

This policy is written with the above statements in mind and this policy underpins our school ethos to:

- Support pupils and their parents/carers in our establishment of the highest possible level of attendance and punctuality;
- Promote children's welfare and safeguarding;
- Ensure every pupil has access to a full time education which they are entitled to;
- Ensure that pupils succeed and realise their full potential whilst at school;
- Make parents/carers aware of their legal responsibilities.

School Life

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents, carers and school staff should work in partnership in making education a success and ensuring that all children have a full and equal access to all that the school has to offer.

As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents it is your responsibility to ensure that your child arrives at school and returns home safely.

Expectations

We expect that all pupils will:

- Attend school every day;
- Attend school punctually;
- Attend appropriately prepared for the day (ie; PE kit, reading packs, etc).

We expect that parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities;
- Ensure that their child arrives at school punctually and prepared for the school day;
- Ensure that they contact the school daily of any absence, (please note that emails may not be checked so should not be relied upon for initial communication);
- Notify school in writing detailing the reason for absence and period of time on the first day back after absence;
- Notify school immediately of any changes to emergency contact details.

As a school we will:

- Provide a welcoming atmosphere;
- Provide a safe learning environment;
- Keep regular and accurate records of AM and PM attendance and punctuality; monitor individual child's attendance and punctuality;
- Contact parents when a child fails to attend and where no message has been received to explain the absence;
- Encourage good attendance and punctuality through a system of rewards and recognition;
- Inform parents of the attendance of all pupils;
- Inform parents / carers via a series of letters regarding their child's punctuality and poor attendance. (Copies of all letters are enclosed at the back of the policy).

Celebrating Achievements

All children achieving 97% attendance at the end of each academic year will be rewarded for their valuable efforts. They will each receive a certificate signed by the Headteacher. There will be a termly prize draw for all children with 100% attendance. Children with 100% annual attendance will go on a special trip in July.

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

All children should be in the playground at 8.50 ready to come into school at 8.55am. The bell will ring at 8.55am, by this time the children should have said their goodbyes and be lined up with their class in the correct place.

Children will be collected by their class teacher and taken into school where the register will be taken at 9.00am; the register will then be closed, this is a legal requirement.

A child arriving after 9.00am but before 9.15am will need to be accompanied by a parent or carer to the main reception area.

The child's name and registration class will then be logged in a late book along with the reason and time; your child will then receive an L code, which means your child has received a late mark for that session. Should your child arrive after 9.30am your child will receive a U code, this equates to an unauthorised absence for that session and will affect your child's annual attendance.

The attendance team will monitor all pupils' attendance on a weekly basis.

Unreported Absence

If a child is absent from school and the school has not been notified of the child's absence we will phone home to the priority 1 contact between 9.30 - 10.00am on the day of absence. If no reason for the absence is received a 'O' (unauthorised absence) mark will be awarded.

Other reasons for absence

From time to time children need to be absent from school for other reasons such as medical appointments.

Such absences usually **only take up part of a day**. School should be informed of such absences in writing in advance with accompanying documents and children should be brought in to school for morning registration and back to school straight after the appointment.

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason the child should be returned to school directly after the appointment.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and or legal proceedings. Some examples are provided below:

- Parents / carers keeping children off school unnecessarily;
- Absences which have never been properly explained;
- Shopping, looking after other children or birthdays.

Whilst any child may be off school because of illness, sometimes they can be reluctant to attend school. Any problems with regard attendance are best sorted out between the school, parents and the child. If a parent thinks their child is reluctant to attend school then we will work with that family to understand the root problem.

Persistent Absenteeism (PA)

Absence at this level is causing considerable damage to a child's education and we need parents' fullest support and co-operation to tackle this. PA equates to 10% or more of a child's schooling for any reason. This breaks down as:

Term	Persistent Absence at 10%	Number of days off school
Autumn 1	7 or more sessions	3.5 days
Autumn 2	14 or more sessions	7 days
Spring 1	20 or more sessions	10 days
Spring 2	25 or more sessions	12.5 days
Summer 1	31 or more sessions	15.5 days

Non school attendance in Term Time

The Department of Education has from the 1st September 2013 announced that parents have no entitlement to take their child out of school for a holiday during term time. Any application for leave must only be in exceptional circumstances by completing an application for leave of absence form at least four weeks before the expected absence. Forms can be obtained from the school office.

The Headteacher along with the Governors will meet to discuss any application and decide if it warrants exceptional circumstance.

Parents will be fined by means of Penalty Notices or Prosecutions in the Magistrates Courts by the Local Authority for taking their child on holiday during term time without consent from the school. Local Authority Letters have been previously issued to all parents and carers in June and September 2013

Attendance Percentages are worked out as follows:

- 99% - 100% Excellent
- 98% Very Good
- 97% Expected
- 94% - 96% Requires Improvement
- 90% - 94% Inadequate
- 90% or below Requires EWO involvement

Punctuality Percentages are worked out as follows:

- 0 Late Marks - Excellent
- 1-3 Late Marks - Good
- Up to and including 10 Late Marks - Requires improvement
- More than 10 Late Marks - Inadequate

Reporting Attendance Statistics

Attendance is monitored every week and any concerns highlighted during this process are reported to the Headteacher.

Additional Monitoring

Two weeks' before the end of every half term a report of pupils falling below our 97% target will be run. Those with valid reasons for absence such as hospitalisation, notified illness and authorised holidays will be noted. Those pupils identified as not having any of these valid reasons will be reported to the Headteacher for further appropriate advice and action.

Reporting Attendance to Parents

Attendance percentages will be reported to parents half termly.

A copy of the registration certificate will be distributed to each child with their report.(Summer Term)

Chair of Governors.....Date.....

Headteacher.....Date.....

School Illness Guidelines

Please check that your child knows how to wash his/her hands thoroughly to reduce the risk of cross-infection. School attendance could be improved for all if children and families wash and dry their hands well five or more times a day.

Chickenpox

Stay off school until blisters have all crusted over or skin has healed, usually 5-7 days from onset of the rash.

Conjunctivitis/Ringworm

Seek medical advice.

Diarrhoea and/or vomiting

Stay off school for 48 hours after last bout (this is 24 hours after the last bout plus 24 hours recovery time). Please check your child understands why they need to wash and dry their hands frequently.

German measles/rubella

Return to school 6 days after rash appears but advise school immediately as any pregnant staff members need to be informed.

Head Lice

Treat your child's hair immediately and reapply as necessary. Check your child's hair weekly.

Impetigo

Stay off school until the sores have crusted over and healed or 48 hours after commencing antibiotic treatment.

Measles

Stay off school for 4 days after rash appears.

Mumps Stay off school for 5 days after swelling appears.

Scabies

Your child can return to school once they have been given their first treatment although itchiness may continue for 3-4 weeks. All members of the household and those in close contact should receive treatment.

Scarlet Fever

Can return to school 24 hours after commencing appropriate treatment.

Slapped cheek

No need to stay off school (infectious before rash), however, school to be advised immediately as any pregnant staff members need to be informed.

Whooping cough

Stay off school until 5 days of antibiotics have been given, or 21 days from onset of illness if no antibiotic treatment has been prescribed.

Shingles

Stay off school only if rash is weeping and cannot be covered.
School to be advised immediately as any pregnant staff members need to be informed.

Home Visit Record EWO

Name of Child: _____

Year Group: _____

Name of Parent/Carer: _____

Home Address Including Post Code: _____

Date of Visit: _____

Time of the Visit: _____

Home Visit

Date: _____

Time: _____

We called at your home today to discuss

_____ attendance at school.

Unfortunately you were not at home, please contact school immediately in order to arrange an appointment to discuss the matter.

Print Name: _____

Signed: _____